



NINETEENTH JUDICIAL CIRCUIT COURT LAKE COUNTY, ILLINOIS

ANNOUNCES AN EXCITING NEW LEADERSHIP OPPORTUNITY



JOB ANNOUNCEMENT

Executive Director (Court Administrator)



BACKGROUND

The 19th Circuit Court of Lake County plays an important role in providing a fair and efficient system of justice, committed to excellence, fostering public trust, understanding and confidence. Perfectly located just north of Chicago on beautiful Lake Michigan, the 19th Judicial Circuit Court of Lake County is a wonderful location for work and play. The 19th Circuit Court continually strives to perform its mission effectively and efficiently while remaining accessible, innovative and responsive to the community we serve.

POSITION

Appointed by the Chief Judge, the Executive Director functions as the chief non-judicial officer of the Court. The Executive Director assists in the development and supervision of the Court's operations, adult and juvenile probation, juvenile detention, jury commission, law library, children's waiting room, budgeting and personnel systems, and shall implement the administrative decisions of the Court. The Executive Director carries out policies relating to all phases of the court's operations activities by performing the following duties personally or through subordinates. It is the Executive Director's responsibility to see that the Administrative Office effectively and efficiently meets its obligations to clients, the Courts, and the community. The Executive Director hires, trains, develops abilities, provides discipline, and supervises and directs staff activities. Further responsibilities include implementing new technological tools or systems, business process re-engineering, and other change initiatives to realize efficiencies; developing new programs and services, procedures and Administrative Office's objectives; planning space utilization and future needs assessment; monitoring performance metrics and providing necessary statistics for reports, and other duties as assigned. The Executive Director is a direct report to the Chief Judge.

DISTINGUISHING CHARACTERISTICS

- The ideal candidate must be a leader with the skills to manage a large operation within a dynamic and future thinking Court. He or she must work closely with the Chief Judge to understand the day-to-day operations of the Court and have the acumen to push the Court into the future.
- The ideal candidate should possess outstanding written and oral communication skills.
- The ideal candidate should possess an excellent track record of motivating teams and managing a highly skilled work force. She or he should understand how to empower managers to work in an ever changing environment with a shared purpose.
- The ideal candidate should be able to show a strong track record of working and leading a high performance organization with varied complexities and multiple locations. He or she should exhibit the ability to be dynamic, politically aware, confident and decisive.
- The ideal candidate should possess the skills to work with great diplomacy with members of the bench and other justice partners.



MAJOR RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR (Court Administrator)

- Able to implement policies set by the Supreme Court for administrative matters.
- Manage all financial activities of the Circuit Court.
- Plans and establishes Administrative Office objectives, programs, and implementation strategies, both short and long range.
- Drafts and implements policies and procedures as set forth by the Chief Judge and/or the Court.
- Oversees all administrative support staff work; develops, promulgates, and revises plans, work methods, and procedures for judicial and administrative support. Resolves various problems affecting the operation of the Administrative Office and provides day-to-day supervision and leadership to the Court to include discipline, evaluation, and grievances of employees.
- Keeps abreast of new legislation, court rules and administrative directives, and new concepts and trends in court management and functions. Seeks to implement modern business methods and informational systems into the court operations.
- Provides guidance in the development and preparation of submissions for new programs and procedures including grants.
- Directs recruiting and recommends/approves hiring the appropriate staff to ensure the highest degree of operational effectiveness.
- Collects, analyzes, and distributes statistical information or synopsis of statistics regarding any matters of interest to the Court or court related departments or agencies. Directs preparation of the Court's Annual Report.
- Seeks out and attends professional conferences and training workshops for personal development.
- Monitors the Court's affirmative action, EEO, ADA, and "Open Courts" compliance; and ensures the elimination of all forms of harassment.
- Coordinates with the Sheriff for Court Security and the provision of Court Security Officers and their qualification, training and usage.
- Serves as a liaison to county, state, and federal agencies and to other organizations related to court matters.
- Performs other tasks and work as assigned and/or required.

MINIMUM QUALIFICATIONS

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE A master's degree or equivalent in management; public, legal, courts, or business administration; criminal justice administration; or a related field. Eight or more years of progressively responsible and related experience; three of which must be in a supervisory position of two or more levels.

LANGUAGE SKILLS Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write reports and other items using original or innovative techniques or style. Ability to make effective and persuasive presentations on controversial or complex topics to Judges, top management, public groups, and state and county officials.

REASONING ABILITY Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions dealing with abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS Must have a valid driver's license and be able to pass an extensive criminal history background check.



DESIRABLE QUALIFICATIONS

- The preferred candidate must demonstrate a commitment to promoting success in courts and be committed to equal access to the courts and be an advocate for the fair administration of justice as a top priority of the 19th Circuit Court.
- Comprehensive knowledge of methods and procedures for developing and administering court services programs and court administration.
- Considerable knowledge of county government and its functions.
- Comprehensive knowledge of methods of administrative practices and of staff development practices.
- Comprehensive knowledge of the laws, regulations, and policies pertaining to the Court.
- Comprehensive knowledge of the literature in the field of court management and caseflow.
- Excellent knowledge of leadership practices and emerging personnel management systems and theories.
- Ability to work independently, to supervise, and to train others to deal effectively with the public.
- Ability to develop, implement, and evaluate new and/or revised methods, procedures, and performance standards.

SELECTION PROCESS

All items listed under the qualifications section may be used as a criteria for screening. Other criteria regarding court administration and managing large organizations will also be used to help interview qualified applicants. Those meeting the greatest number of criteria will be considered the most highly qualified and may be called for an interview and appointment for consideration.

Successful applicants may be interviewed on multiple occasions by different constituent groups. The interview(s) will assess the candidate's knowledge, experience, personal management philosophy and general ability to perform the duties of the position.

APPLICATION PROCESS

This is an open and competitive recruitment. All qualified applicants are encouraged to apply. Members of the selection committee will seek information from references regarding the qualifications of candidates at the appropriate stage of the selection process.

Candidates are encouraged to apply immediately. The position will be open until filled, but the first review of applications will be conducted at **5:00 pm central time on January 12th, 2017**. Submissions should include the following:

- A cover letter,
- A comprehensive resume with salary history, and
- Three letters of recommendation.

An application for employment will be required upon an offer of employment. Please note that any application submitted directly to the county will not be reviewed.

All applications should be submitted electronically to Mindy Macias from the National Center for State Courts at mmacias@NCSC.org.



SALARY AND BENEFITS

ANNUAL SALARY Dependent upon qualifications and experience, a competitive compensation package with an annual salary of \$147,378 to \$167,179 will be offered. This position is exempt.

HOLIDAYS 13 paid holidays are enjoyed by Lake County Employees.

VACATION (General Leave)

Start -5 years of service	2 weeks per year
5-12 years of service	3 weeks per year
12 years of service and over	4 weeks per year

SICK LEAVE Sick time will be available after one full calendar month from your hire date and will be accrued at eight hours per month.

PERSONAL LEAVE Personal leave is available for all permanent employees. Three days are available starting January 1st of each year. If employed after that date, personal time will be prorated according to your start date.

DEFERRED COMPENSATION PLAN (457) Employees choosing to participate in this plan may choose to set aside a portion of their salary, prior to taxation, for future supplemental retirement income.

RETIREMENT All County employees are required to participate in the Illinois Municipal Retirement Fund program. 4.5% is deducted from your pay and set aside for retirement.

GROUP INSURANCE Lake County offers dental, medical and life insurance to all eligible employees one full calendar month from hire date. IRS Section 125 (tax-free deductions) and Flexible Spending Account Plans are available. Additional insurance for Accidents, Cancer, Home, Auto, and Vision are offered.

Lake County is an equal opportunity employer. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, national origin, color or any other protected class.



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